

**OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION HARYANA,
PANCHKULA**

ORDER

No. 12/01-2019 Ad(3)

Dated, Panchkula, the 09.07.2026

A copy of the circular(s) bearing No. 11397-11401 dated 20.06.2026 received from the Additional Advocate General, Chandigarh, Haryana, regarding "*Generation of online visiting Pass for Entrance in the Office of Advocate General, Haryana and the Hon'ble High Court through PCMS Portal (<https://agconnect.haryana.gov.in>).*" respectively, is hereby forwarded to the following for information and necessary compliance:

1. All the Branch Officers/ Superintendents/ Dy. Superintendents working in the Directorate of Higher Education, Haryana, Panchkula.

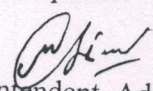
S. NARAYANAN, IFS
DIRECTOR GENERAL, HIGHER EDUCATION,
HARYANA, PANCHKULA

Endst. No. Even

Dated, Panchkula, the 14.07.2026

A copy of the above is also forwarded to the following for information and necessary action, please:

1. PS/DGHE, JSS/JDA.
- ✓ 2. In-charge, IT Cell with a request to upload on web portal.


Superintendent, Administration
for Director General Higher Education,
Panchkula, Haryana

2

From

The Advocate General, Haryana,
Chandigarh.

To

1. The Chief Secretary to Government of Haryana.
2. All the Heads of the Departments in the State of Haryana.
3. The Managing Directors/ Chief Administrators of all the Boards/ Corporations / Authorities in the State of Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.

Memo. No. 11397- 11401

Dated 20-6-26

Subject: Generation of online Visiting Pass for Entrance in the Office of Advocate General, Haryana and the Hon'ble High Court through PCMS Portal (<https://agconnect.haryana.gov.in>).

Kindly refer to the subject cited above.

It is informed that due to ongoing server maintenance of the Litigation Management System (LMS) Portal, the facility for generation of visitor passes for court hearings, vetting of cases, submission of replies, and other official purposes shall henceforth be available through the PCMS Portal (<https://agconnect.haryana.gov.in>) with immediate effect.

Accordingly, all concerned officers/officials may be advised to generate visitor passes through the PCMS Portal for entry into the Office of the Advocate General, Haryana and for attending proceedings before the Hon'ble Punjab & Haryana High Court.

It is further informed that the login credentials for accessing the PCMS Portal shall remain the same as those presently being used for the LMS Portal.

The following instructions must be followed:

1. Please carry your Employee ID Card.
2. Gate Pass printout must be attested by the authorized signatory.
3. After creation of the pass, it must be verified by this office.

A User Manual containing detailed instructions for login and generation of visitor passes through the PCMS Portal is enclosed herewith for reference and necessary guidance.

The above instructions may kindly be circulated amongst all concerned officers/officials under your administrative control for strict compliance.

Encl.: User Manual.

Letter may be circulated
to all branches for
n/a/cion.



(Arun Tewatia)
Additional Advocate General, Haryana
Chairman, Computer Committee

A.D. Admin. 24/6/26
D.A. 24/6/26
2416126

ad-5

Office of the Advocate General, Haryana

This document outlines the standard operating procedure for generating online passes (for Vetting, reply submission, High Court entry, or Law Officer calling) using the Pro Case Management System (PCMS). This facility is available for all Departments of Haryana to facilitate official legal work

1. **Open Browser:** Open your web browser and navigate to the PCMS at:
<https://agconnect.haryana.gov.in>
2. **Login Credentials:** Click on Department Login Tab, Select your Department and enter your department-assigned **User ID** and **Password** (Login credentials are the same as the LMS Portal credentials).
3. **Dashboard Access:** Click the **Login** button to access the dashboard.

Advocate General Office, Haryana



Shri Ashim Kumar Ghosh
Hon'ble Chief Justice, Haryana



Shri Nayab Singh Saini
Hon'ble Chief Minister, Haryana



Shri Praveendra Singh Chauhan
Hon'ble Advocate General

DMS

DIGITAL MANAGEMENT



AG Office Login

Digital System Login

Select Department

Advocate General Haryana

USER ID

ADMINISTRATOR

password

Login

“ प्रहारिवक्ता हृदयस्य मेजकः ”

जयकार विरक्त निरुण, प्रारिक्त, कपारं वरि
प्रारिक्तन व जयकारस्य संका संकु संका।

हयकार विरक्त होनी ओ हयकाररी, निरुक्तता ओर
हयकारन के माप माप प्रारण करण है।

*Our mission is to serve justice with integrity,
honesty and dedication to the people.*

3. Generating a New Pass

Once logged in, follow these steps to create a pass:

1. **Navigate to Generator:** On the **Home Page**, Locate the **Generate Pass** section.

The screenshot shows the 'Visitor Pass Generation' form in the PMS system. The form is titled 'Visitor Pass Generation' and 'Enter Entry Details'. It contains the following fields:

- Visitor Details: Visitor Name (text input), Mobile Number (text input).
- Validity Date: Validity Date (date picker), Employee ID (text input).
- Case Details: Purpose (dropdown menu), Case Type (dropdown menu), Case No. (text input), Case Title (text input).
- Office / Department: Office / Department (dropdown menu), Department (dropdown menu).
- Identity Photo: Identity Photo (file upload button).

At the bottom of the form, there is a 'Generate Visitor Pass' button.

2. **Fill Details:** Complete the application form with the required details (e.g., Visitor Name, Mobile No., Case Reference, Date, etc.) as per the specific requirement.

The screenshot shows the 'Visitor Pass Generation' form in the PMS system, with the 'Fill Details' step highlighted. The form is titled 'Visitor Pass Generation' and 'Enter Entry Details'. It contains the following fields:

- Visitor Details: Visitor Name (text input), Mobile Number (text input).
- Validity Date: Validity Date (date picker), Employee ID (text input).
- Case Details: Purpose (dropdown menu), Case Type (dropdown menu), Case No. (text input), Case Title (text input).
- Office / Department: Office / Department (dropdown menu), Department (dropdown menu).
- Identity Photo: Identity Photo (file upload button).

At the bottom of the form, there is a 'Generate Visitor Pass' button.

3. **Select Pass Type:** Choose the specific purpose for the pass from the available options:

1. For Vetting
2. Reply Submission
3. Pass for High Court
4. Pass for Law Officer Calling

4. **Identity Proof:** Under Identity Proof, click Choose File and select a scanned copy or photograph of the visitor's official Employee ID card.

5. **Submit:** Once verified, click **Generate visitor Pass**.

4. Saving and Printing

1. The system will generate a pass file. Click **Save PDF** to download the document to your local computer.
2. Open the PDF and **Print** a hard copy on clean white paper.

Punjab and Haryana High Court
Chandigarh - 160001

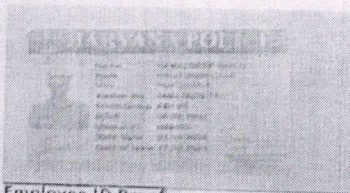


VISITOR ENTRY PASS

Advocate General, Haryana

0172-2741381
0172-2741057
advgen-office.ag@hry.gov.in

Pass Number	VP-AGHRY-20260116-70325	Mobile No	9466166971
Visitor Name	Kamaldeep Singh	Employee ID	6BAYF5
Department	Police	Branch	Commissionerate Panchkula
Case Details	CRM-M-67795-2025		
Police Station			
Purpose of Visit	In Court		
Court No	66	Serial/Item No	212
Valid From	19-Jan-2026	Valid To	19-Jan-2026 11:59 PM



Employee ID Proof



Scan for Verification

Instructions:

- Valid only for the mentioned date/time
- Carry original Government Employee ID

Signed & Stamp by
Authorized Officer

Signed by
Visiting Officer

Verified by
Office of the Advocate General, Haryana

5. Authorization and Verification (Offline Process)

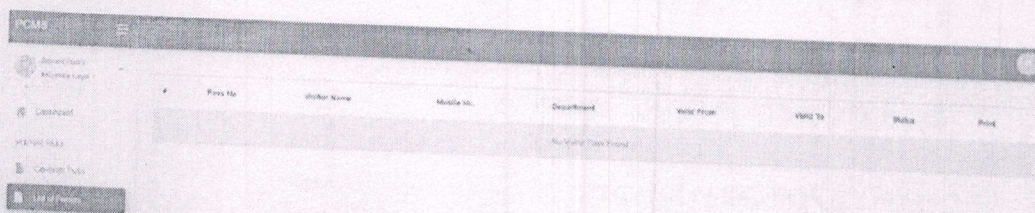
After printing the pass, the following physical signatures and verifications are mandatory to make the pass valid for entry. This step applies to **all departments**:

3. **Departmental / Police Verification:** Obtain the physical **Signature and Stamp** of the concerned **Head of Office, Nodal Officer, DSP, or SHO** (depending on your department's specific protocol) on the printed pass.
 1. *For Police Department:* Signature of DSP/SHO is required.
 2. *For Civil Departments:* Signature of the Head of Office / Branch In-charge is required.
2. **AG Verification:** The pass must be verified by the office of the **Advocate General of Haryana**.
3. **Seal Validation:** Ensure the appropriate seal/signature is affixed before use.

6. Tracking History

You can view a log of all passes previously created under your account:

1. Go to the "**list of passes**" section on the portal.
2. You can track, view, or reprint details of any previous pass generated using your specific PCMS Login ID.



Important Notes

- **Security:** Do not share your User ID or Password with unauthorized personnel.
- **Validity:** A pass without the physical stamp of the Head of Office /DSP/SHO and verification from the AG's office is considered invalid for entry.